

File

SHELTON STATE COMMUNITY COLLEGE

MEMORANDUM

TO: Tom Umphrey
Hugh Kynard

FROM: Debbie Grimes *Grimes*
Director of Library Services

RE: Library Annual Report, 1986-1987

DATE: February 26, 1988

Attached you will find a copy of the Library's annual report for 1986-87. I hope you will find this "historical" look at last year's activities helpful. Please let me know if you would like further explanation of the information presented.

cc: Library Faculty and Staff
Kim Inman (Chairperson, Technical College Library Committee)
Bethany Engle (Chairperson, Junior College Library Committee)

SHELTON STATE COMMUNITY COLLEGE

LIBRARY ANNUAL REPORT 1986-1987

This report summarizes the activities and progress of the Library and states its goals for 1987-88.

GOALS 1986-87

1. The goal to further develop long-range plans for library and AV services at both divisions of the college was accomplished. A collection development plan for print resources at the Technical College Library was developed. This plan is on file in the Director's office.

2. The second goal was to investigate new directions in which library services and activities may be extended. One new direction taken by the library this year was investigated when the Director of Library Services participated in a review/marketing session on Magazine Article Summaries, a general periodical index published by EBSCO. In addition to this review session, the Director contracted with the UA Graduate School of Library Service to script and co-produce an explanatory filmstrip on Magazine Article Summaries. Work on this project was begun in late summer and early fall. Completion is expected by December 1987.

3. The third goal for 1986-87 was to identify and define auxiliary library services. Auxiliary services are defined as those services provided by the Library that are traditionally not considered to fall within the venue of the Library. These services include: maintaining the make-up test file, developing individualized courses, developing the employee directory, and housing the High School Art Exhibit.

4. The fourth goal was to follow the collection development plan in place at the Junior College Division by increasing the literary criticism collection by 10% (600-700 titles). This goal was addressed through the addition of two new series of literary criticism on British and American writers. In addition, duplicate volumes of the critical survey series by Magill Publishers were placed on order.

5. The fifth goal dealt specifically with a collection development plan for the Technical College Division. See Goal 1 above.

6. The final goal was to further investigate library automation possibilities in the areas of circulation, public catalog, and retrospective conversion and to acquire administrative and budgetary commitment to the long-range plan. The Executive Vice-President has indicated that library automation will be a priority in the Title III proposal for 1987-88 but that funds will not be available through the regular college budget.

Two specific automated software programs were investigated: Cara Datalog (catalog and circulation demonstration modules) by Datatrek and MOLLI (integrated system) by Charles Clark Company. In addition "Guidelines for

Library and Media Automated Systems," by the League for Innovation in Community Colleges" were used as a basis for developing specifications for Shelton State's automation proposal.

LIBRARY HOLDINGS

The charts below summarize library acquisitions and total holdings for 1986-87. Statistics for budget years prior to 1979-80 are on file in the Director's office. Statistics for holdings at both divisions begins 1981-82.

I. Number New Materials Processed

Holdings	1979-80	1980-81	1981-82	1982-83	1983-84	1984-85	1985-86	1986-87
Books	4344	4704	3649	3405	5038	2014	1334	1974
AV	123	183	206	995	570	363	326	259

II. Number New Materials by Division, 1986-87

Holdings	Junior College	Technical College
Books	1344	630
AV	54	205

III. Total Number of Classified Holdings (Both Divisions)

Holdings	1979-80	1980-81	1982-82	1982-83	1983-84	1984-85	1985-86	1986-87
Books	12,898	16,583	20,232	23,834	27,184	30,581	31,915	32,113
AV	945	1,128	1,388	2,388	2,958	3,321	3,485	3,446
Per.Subs.	230	242	311	340	354	347	354	357

IV. Number of Volumes/AV Withdrawn, Lost, or Deleted from the Collection (Note: These figures provide a cumulative total of volumes lost over a period of years.)

Medium	Jr. College	Tech. College	Total
Books	603	27	630
AV	0	184	184

V. Total Number of Holdings by Division, 1986-87

Holdings	Junior College	Technical College
Books	30,693	2,567
AV	1,592	1,854
Periodical Subs.	300	57

VI. Total Book Holdings as of 9/30/87

Division	No. Processed Holdings
Junior College	30,693
Technical College	2,567
Total	33,260

The statistics included in the charts above reflect the method of tabulation currently used by the Library. At the Technical College, only books centrally housed in the library are classified (i.e., cataloged) according to the Library of Congress system. The remainder of books at the Technical College have been processed and assigned to specific shops but are not classified according to LC.

The following chart represents the number of volumes held in specific subject areas.

VII. Classified Book Holdings by Subject Fields (Both Divisions)

Subject Fields	9/30/86	9/30/87	Overall #Increase	#Lost	Tot. Coll.
Reference	4165	4404	23		14%
General Works (A,Z)	227	228	1		1%
Anthro., History (C-G)	5310	5340	30		17%
Education (L)	964	985	21		3%
Fine Arts (M,N)	1360	1416	56		5%
Language, Literature (P)	7003	7284	281		24%
Military Science (U-V)	141	142	1		1%
Philosophy, Religion (B)	1618	1631	13		5%

Political Sci., Law (K,L) 1138	2258	20	4%
Science, Medicine (Q,S) 3286	3364	78	11%
Social Sciences (H) 3958	3958	0	13%
Technology (T) 782	777	-5	3%
TOTAL	29,952	30,687	735 100%

BUDGET

Monthly reports of the 1986-87 budget are filed in the Director's office. Exclusive of salaries, travel, postage, service contracts, and equipment rental, which are not directly administered by the Library, expenditures for both college divisions totaled \$107,471.12. This included \$9,285.00 for the Technical Division and \$10,319.00 for the Junior College of Library Enhancement Funds.

Expenditures for materials or services used solely by the Technical Division total \$ 27,419.68 (exclusive of administrative costs). In addition, furniture and equipment was moved from the Junior College Library to further furnish the Technical Division Library.

Costs for OCLC/SOLINET were included in the total library budget and amounted to \$5,062.72 for 1986-87.

LIBRARY BUDGET 1986-87

Acct.No.	Acct.Name	Bud.Amt.	Enc.Amt.	Balance
606	Maint./Repairs	\$ 1800.00	\$ 1909.98	\$ -109.98
614	Film/Equipment Rental	2723.44	2434.44	289.00
616	Insurance	313.00	0.00	313.00
618	Memberships	600.00	630.00	- 30.00
619	Binding	700.00	314.55	385.45
620	Periodicals	24950.00	24677.97	273.01
639	Other Contract. Services	6700.00	6787.97	- 87.72
641	Materials/Supplies	7450.00	7200.44	249.56
701	Books	19600.00	19738.01	-138.01
	Books-Lib. Enhancement	13069.00	13325.58	-256.58
702	Audiovisuals	13100.00	13212.09	-112.09
	Audiovisuals-Lib. Enhancement	2250.00	2267.03	- 17.03
720	Furn./Equipment	10300.00	10798.13	-498.13
	Furn./Equipment-Lib. Enhance.	4285.00	4175.38	109.62
	TOTAL	\$107,840.00	\$107,471.12	\$ 369.32

Thanks to the help of Richard Saylor, chemistry instructor, library accounts and monthly reports are now managed on LOTUS 1-2-3.

CIRCULATION

Because instructors are responsible for circulation of library materials housed in shops at the Technical Division, the Library does maintain circulation statistics only for those materials housed in the central library.

Based on an average junior college student enrollment of 1432/quarter, per capita book circulation at that division for 1986-87 was 5.6. Circulation statistics, however, reflect use by any student or faculty, regardless of division, as well as by community patrons.

The turnover rate (total # volumes/total circulation) for the Junior College Division Library was 3.8, indicating that Junior College Library books were used an average of 3.8 times each during 1986-87.

The total circulation for the Best Sellers special collection for 1986-87 was 759, with a monthly average of 63 (which roughly indicates a 63% turnover rate of the base collection of 100 books).

A summary of circulation statistics is presented in the following tables.

VIII. Total Junior College Division Circulation Statistics

Medium	1979-80	1980-81	1981-82	1982-83	1983-84	1984-85	1985-86	1986-87
Books	5846	7584	8217	9762	8294	8438	8918	8025
Periods.	864	1699	1375	1323	901	704	773	565
AV	2316	3588	4862	3802	4398	3969	3443	2561

IX. Average Monthly Circulation/Junior College Division Library

Medium	1979-80	1980-81	1981-82	1982-83	1983-84	1984-85	1985-86	1986-87
Books	487	632	685	813	691	703	743	669
Periods.	72	142	115	110	75	59	64	47
AV	193	326	405	317	367	331	287	213

LIBRARY SERVICES

The art exhibition schedule was continued during 1986-87. Members of the community and area high school students visited the exhibits through the year. The art exhibition schedule for 1987-88 was developed and a calendar was distributed to addresses on the arts mailing list in August.

Discarded books and periodicals were given to the Tuscaloosa Public Library on a regular basis. Materials that do not fall within selection parameters are routinely donated to the public library's used book sales.

More than 7000 cards were filed, checked, and entered into the public card catalog at the Junior College Division Library, eliminating a backlog of filing.

Shelves in junior college sections M-Q were read, put in order, and shifted to accommodate the growth of the book collection. Former problem areas of full shelves were eliminated.

Considerable work on the part of Librarian Don Bell resulted in the removal of catalog cards for unreturned books at the junior college. Some 3200 cards for 639 books not returned over a six-year period were removed from the public catalog and shelf list; holdings records were changed to reflect this loss. An analysis of unreturned books indicated that the greatest losses were in areas of required research or reading (i.e., history, English composition and literature, and nursing). This analysis is appended to the Director's copy of the Annual Report for 1986-87.

Microfilm cabinets were shifted and re-labeled with larger-print, easier-to-read labels. Special additions in microfilm backfiles were 43 reels of Vital Speeches of the Day, completing the entire run of the periodical, and 26 reels of the New York Times, for the year 1976.

The periodical backfiles collection was checked against current microfilm holdings so that un-needed holdings could be removed from the shelves. New storage files and labelling was also provided in the periodicals backfiles area.

During the summer, current subscriptions and renewals were reviewed with faculty assistance at the Junior College Division Library. Instructors were given lists of titles in their subject areas and asked for comments on renewals, deletions, and additions. In September, 9 titles were dropped while 18 titles were added. These changes reflect current teaching trends and methods.

The Library also worked with the Tuscaloosa County Board of Education to develop a program for area businessmen on literacy and the workplace. Satellite transmission of a national program sponsored by AJCCA was recorded and a handout entitled "Setting Up a Literacy Program in the Workplace" was prepared for the meeting to be held at Shelton State on October 21.

LIBRARY INSTRUCTION

Library instruction continued as established with the use of the library guide as textbook and practical exercises. The Library Faculty received no requests or complaints regarding the library instruction program from the English department or other faculty.

A total of 104 sections of ENG 092/093, 101, and 102 were given library instruction during 1986-87. This involved approximately 200 hours of classroom instruction by 4 Library Faculty. A quarterly breakdown is given below:

Fall Quarter 1986	37 sections
Winter Quarter 1986-87	30 sections
Spring Quarter 1987	24 sections
Summer Quarter 1987	13 sections

In addition, library skills instruction was provided for the ADN class and for other classes during the year. Bibliographies and help sheets were also prepared for other classes.

The Library Skills Post-Test was developed during the summer of 1986 and administered to 57 ENG 101 students at the end of the fall quarter. Results of the test, which are given below, follow normal curve. Library Faculty were given copies of the scoring on individual test items for use in addressing library instruction in future sessions.

<u>% Correct</u>	<u>No. Students with this score</u>
90	4 (7%)
80	13 (22%)
70	23 (40%)
60	7 (12%)
50 and below	10 (18%)
<hr/>	
57 Total responses	

Further use of the post-test will be considered next year as part of a total library evaluation procedure.

NATIONAL LIBRARY WEEK

National Library Week was celebrated as usual with special ALA posters and displays. Library Week T-Shirts, with the ALA theme "Take Time To Read," were worn by library personnel and book marks were given to faculty and students.

ADMINISTRATIVE ACTIVITIES

Library committees at both divisions met to review the library survey form used for evaluation of services and materials. Otherwise, there was no real activity or business discussed by either committee.

No other changes or significant events regarding administration of the library occurred during 1986-87.

LIBRARY EVALUATION

Library evaluations were conducted at both divisions in May.

At the Junior College, 29 faculty members and 153 students completed survey forms. The majority of responses in all categories were rated average or higher, with high ratings going to art exhibits, assistance received from AV and Library staff, and administration of the library from faculty members. There were complaints about the lack of availability of the AV viewing room.

Junior college student comments were generally concerned with the noise problem, related to the lack of space and lack of appropriate student lounge areas for students to use between classes.

At the Technical College Division, only 10 of approximately 45 faculty members responded to the survey, limiting its effectiveness. These responses, however, were favorable on the whole. Several questions regarding the new library facility at the Technical College were also asked. Although no students were surveyed (due to the nature of Technical College Library use), 34 students sent a request for a copier.

Copies of complete evaluation results for both divisions are on file in the Director's office.

GOALS FOR 1987-88

The following goals have been established for 1987-88:

1. To develop a written long-range plan for library programs for both college divisions;
2. To finalize a library automation proposal (RFP) for use in the Title III proposal;
3. To revise the means of library evaluation to more fully determine its effectiveness in meeting its objectives (see also #1 above);
4. To determine where and how the Library can play a role in or contribute to non-instructional goals of the college;
5. To develop Institutional Research Files at both college divisions;
6. To follow the collection development plans already established: Junior College Library emphasis on fine arts, sociology, and anthropology; Technical College Library emphasis on basic reference and programs changing to new statewide curricula;
7. To begin inventory and weeding of the Junior College book collection;
8. To add at least 50% of the Technical College collection to OCLC/SOLINET.

LIBRARY PROJECTS COMPLETED DURING SUMMER 1987

6,500+ catalog cards have been filed, checked, and entered into the Card Catalog. In addition, 300+ TECH DIV catalog cards have been filed, checked, and entered into the Main Library Catalog. ALL OF THE BACKLOG of Catalog Cards has now been filed.

The book shelves M - Q have been put in order and shifted to correct uneven growth of the book collection. Former problem areas with full shelves (PS and Q--computer books) now have room for additional books.

MICROFILM CABINETS: All microfilm reels have been shifted and all drawers relabeled with larger-print, easier-to-read labels. New York Times newspaper drawers were given a special cream-colored label to make location of these drawers easier. The 43 (\$1000 worth) reels of microfilm for VITAL SPEECHES OF THE DAY were received and added to the collection. Also, 26 reels of the New York Times for 1976 have been received and added to the collection.

PERIODICAL backfiles have been checked against current microfilm holdings and cleared of magazine issues covered by microfilm. 45+ Princeton Files on backfile shelves that formerly were unlabeled now have new easy-to-read labels. Magazines were tied in bundles and taken to the Tuscaloosa Public Library. Library personnel said they would use these issues to fill in missing gaps in their backfiles. A list of missing microfilm reels (gaps in coverage) was compiled and given to Deborah Bonner.

After a span of roughly 6 years, all catalog cards belonging to 639 lost books (unreturned, lost, some paid for, damaged, etc.) were removed from the Card Catalog (3,200 cards). All removed cards were stapled to the book card and filed in correct shelf list order so that Muriel can easily remove catalog cards from the library's shelf list. A list of the number of books lost from each subject area has been prepared.

TOTALS

AC - 1	→ 1
BD - 1	
BF - 27	
BL - 3	
BP - 2	→ 42
BS - 3	
BT - 2	
BV - 2	
BX - 3	
CB - 4	→ 6
CT - 2	
D - 3	
DA - 6	
DC - 4	
DD - 1	→ 41
DF - 7	
DG - 11	
DK - 2	
DS - 4	
DT - 6	
E 0-99 - 2	
E 100-199 - 10	
E 200-299 - 4	
E 300-399 - 9	→ 40
E 400-499 - 6	
E 500-599 - 0	
E 600-699 - 1	
E 700-799 - 1	
E 800-899 - 7	→ 12
F - 12	
GN - 4	→ 22
GR - 3	
GV - 15	
HA - 1	
HB - 5	
HD - 2	
HF - 19	→ 101
HG - 8	
HM - 3	
HN - 3	
HQ - 30	
HV - 29	
HX - 1	→ 5
JK - 5	
KF - 6	→ 7
KFM - 1	
LA - 1	
LB - 20	→ 23
LC - 2	
ML - 7	→ 13
MT - 6	

Observations -

The greatest loss of books was in subject areas where teachers require students to use the library for research (History--Mr. Rogers' required reading; English comp.; English liter; Nursing).

Surprisingly enough, the highest losses were NOT in the Fiction (PZ) section.

Does increased book loss correspond to areas of greater book circulation and usage?

Possibly . . .

Subject areas with least book losses were:

AC - 1 book; C - 6 books; J - 5 books;

K - 7 books; M - 13 books; N - 14 books;

S - 1 book; U - 3 books; Z - 1 book.

Book losses occurred over roughly a 6-year period:
From Mid-1981 - Mid-1987.

639 books 6 years = about 106 books lost/yr.
or about 9 books/ month.

106 books X \$15 value / book = \$1,590 loss/yr.

639 books X \$15 value / book = \$9,585 loss in 6 yrs.

TOTALS

N	- 3		
NA	- 1		
NB	- 1		
NC	- 4		
ND	- 2		
NK	- 3		
P	- 6		
PA	- 2		
PC	- 1		
PE	- 6		
PG	- 1		
PN	- 11		
PQ	- 1		
PR	- 33		
PS	- 66		
PZ1	- 3		
PZ3	- 12		
PZ4	- 19		
PZ8	- 1		
QA	- 10		
QB	- 4		
QC	- 2		
QD	- 3		
QE	- 3		
QH	- 5		
QK	- 1		
QL	- 7		
QM	- 1		
QP	- 4		
R	- 7		
RA	- 3		
RB	- 2		
RC	- 36		
RG	- 4		
RJ	- 6		
RM	- 2		
RT	- 9		
S	- 1		
T	- 2		
TA	- 2		
TD	- 3		
TK	- 3		
TL	- 1		
TP	- 2		
TR	- 11		
TT	- 3		
UB	- 3		
Z	- 1		

→ 14

→ 162

→ 40

→ 69

→ 1

→ 27

3

1

LIBRARY GOALS FOR 1987-88

1. Written long-range plan for library programs--both divisions
2. Automation proposal (RFP)
3. Follow collection development plan already established: JC--fine arts, sociology, anthropology; TC--basic reference (and cosmetology)
4. Revise means of evaluation of library programs (see #1 above)
5. Develop Institutional Research File for college--both divisions
6. Determine where/how the Library can play a role or contribute to non-instructional goals for the college
7. Get at least 50 % of the TC library on OCLC/SOLINET by next fall
8. Begin inventory and weeding of JC book collection

TECHNICAL COLLEGE DIVISION LIBRARY COMMITTEE DESCRIPTION

Two Library Committees, each serving a division of the college, operate in advisory capacities to the Dean of each division. Committee members at the Junior College Division are appointed by the Dean of Instruction/Junior College Division upon recommendation of the Faculty Affairs Committee. Committee members at the Technical Division are appointed by the Dean of Instruction/Technical Division upon suggestion of the Director. The committees operate according to the following description:

This committee is concerned with general library policy, the development of library resources, and with means of integrating the library program with other activities of the college. The Director of Library Services is an ex-officio member of the Library Committee.

All college appointments are for the fiscal year, beginning in October. Minutes and recommendations are sent from the committees to the appropriate Dean on each campus.

BOOKS

CLASSIFICATION	NO. PROCESSED	CUMULATIVE TOTAL	NO. CIRCULATED
A			
B			
C			
D			
E			
F			
G			
H			
J			
K			
L			
M			
N			
P			
Q			
R			
S			
T			
U			
V			
Z			
REF.			
CLASSIFIED/TC			
UNCLASSIFIED/TC			
TOTAL			

A
V

MEDIUM	NO. PROCESSED	CUMULATIVE TOTAL	NO. CIRCULATED
ART (objects)	0	1,538	
AP (art prints)	0		
AT (audio tape)	12		
FS (silent filmstrip)	0		
FSS (filmstrip w/sound)	0		
GA (game)	2		
KT (kit)	0		
MA (map)	0		
MP (motion picture)	3		
PR (phono record)	0		
S (slides)	0		
SS (sound slides)	1		
TR (transparencies)	1		
VC (video cassettes)	35		
R (realia)	0		
BORROWED SOFTWARE			
TOTAL	54	1,592	

MEDIA PRODUCTION

Video _____ Audio _____ Other _____

Viewing rooms used for a class _____ Video programs recorded off the air _____

Faculty/Community Use _____ Technical College Use _____

Individual students assisted/Instructional _____
Classroom Instructional _____

Junior College
1986-87

Shelton State Community College
 Technical College Division - Library Services
 Inventory of Non-Print Materials, September 30, 1987

Software	1982	1983	1984	1985	1986	1987
Art objects	0	0	0	0	0	0
Art prints	0	0	0	0	0	0
Cassette tapes	0	0	12	13	25	35
Film loops	0	0	0	0	0	0
Games	0	2	2	3	3	4
Kits	0	10	11	26	26	15
Maps	0	1	1	1	1	1
Microscope slides	0	21	22	22	22	22
Motion pictures	0	11	24	36	121	36
Phonorecordings	0	0	0	0	0	0
Silent filmstrips	0	14	37	37	115	37
Silent slide sets	0	3	13	15	15	17
Sound filmstrips	73	499	642	681	755	798
Sound slide sets	0	19	36	96	97	104
Transparencies	50	423	659	679	679	679
Videocassettes	0	18	48	59	88	106
Total	123	1021	1507	1668	1947	1854
Hardware						
16mm Projectors	9	9	11	11	11	12
35mm Projectors	0	0	0	0	0	0
8mm Projectors	1	1	1	1	1	1
AV storage cabinets	1	1	1	5	5	5
Autovances	0	0	3	4	4	6
Cassette Players/recorders	11	11	11	16	17	19
Color TVs	3	3	4	7	9	12
Composers	1	1	1	1	1	1
Headsets	0	0	13	24	24	24
Lecturnette	2	2	2	2	2	2
Microfilm reader	1	1	1	1	2	2
Microphones	2	2	2	4	4	4
Microscope	0	1	1	2	2	2
Mimeograph Duplicator	1	1	1	1	1	1
Opaque projector	4	4	4	4	4	4
Overhead Projectors	22	22	23	23	23	24
Projection Screen (wall)	5	5	6	7	8	10
Projection Screens (portable)	4	4	5	6	6	6
Projection carts	21	22	28	33	37	43
Radio (NOTE BUILT IN CAS. REC.)	1	1	1	1	1	1
Record players	2	2	3	3	3	3
Silent Filmstrip Projectors	7	7	7	10	9	9
Slide Projectors	10	10	12	18	20	22
Slide synchronizer	1	1	1	1	1	1
Sound Filmstrip Projectors (C)	8	10	11	16	16	16
Sound Filmstrip Projectors (R)	8	8	8	7	7	6
Sound-on-slide	1	1	1	1	1	1

Speakers	2	2	2	2	2	2
Spirit Duplicator	1	1	1	1	1	1
Stuymate Filmstrip Projectors	1	1	1	1	1	1
Thermofax	1	1	1	1	1	1
Tripods*	2	2	2	3	3	3
VCR	0	0	2	2	4	5
VCR (1/2 in.)	0	0	2	2	3	3
VCR (3/4 in.)	2	2	2	2	2	2
VCR (BETA)	1	1	1	1	1	1
VTR	2	2	2	2	2	2
Video cameras	4	4	4	4	4	5
Printer						1
Total	142	137	182	230	243	264

PROCESSING REPORT

Junior College

TOTAL 29,952

Number of books processed during Oct 1986 - Sept 1987

Classification	No. Processed	Classification	No. Processed
A	0	M	1, 1, 9, 3, 1, 1, 1, 2, 30, 49
B	4, 2, 5, 3, 2, 8, 11, 2, 3, 11, 4, 55	N	3, 5, 5, 1, 2, 8, 5, 3, 32
C	1, 1, 3, 1, 6	P	10, 10, 13, 28, 62, 143, 47, 34, 15, 43, 25, 430
D	2, 10, 5, 2, 1, 1, 3, 2, 9, 3, 38	Q	9, 4, 3, 3, 11, 6, 18, 32, 9, 1, 96
E	3, 3, 4, 2, 3, 2, 9, 3, 5, 5, 3, 42	R	5, 13, 9, 6, 19, 7, 8, 3, 12, 1, 83
F	1, 4, 3, 1, 1, 6, 3, 19	S	1, 1, 1, 3
G	3, 2, 12, 4, 5, 10, 2, 5, 43	T	3, 1, 3, 1, 2, 1, 5, 2, 4, 22
H	10, 15, 9, 7, 12, 1, 21, 6, 2, 15, 98	U	1, 1, 2
J	6, 1, 1, 2, 4, 4, 18	V	1, 1, 2
K	3, 2, 1, 8, 3, 4, 21	Z	1, 2, 1, 4
L	6, 5, 3, 9, 2, 2, 4, 3, 7, 1, 42	REFERENCE	1, 54, 12, 14, 26, 23, 21, 10, 6, 31, 35, 6, 239

Total 1,344

30,687

LOST
PROCESSING REPORT

Junior College

TOTAL

-603

Number of books processed during 1986-87

Classification	No. Processed	Classification	No. Processed
A 1		M 12	
B 42		N 13	
C 6		P 149	
D 42		Q 37	
E 39		R 66	
F 11		S 1	
G 20		T 27	
H 98		U 3	
J 5		V	
K 8		Z 2	
L 21		REFERENCE	

From Oct. 1, 1986 - September 30, 1987

Total Books added - 630

Total Books lost - 27

Total AV added - 205

Total AV Missing
or removed because - 184
it was dated material

$$\begin{array}{r} 33,260 \\ 1,147 \\ \hline 29,546 \end{array}$$

$$\begin{array}{r} 1344 \\ +630 \\ \hline 1974 \end{array}$$

Jech. Division

Sept 86 Unclassified 937
Classified 1,026
Total 1,963

HOLDINGS (PRINT)

Shop/Department

Air Cond./Refrigeration
Automotive Mechanics 66, 30, 23, (119)
Business Office Ed.
Cabinet-Making
Communication Skills 1, 1, 8, (10)
Cosmetology 2, (2)
Data Processing 7, 1, (8)
Diesel Mechanics 3, 1, (4)
Electronics
Industrial Electricity 12, 6, (18)
LPN
Machine Shop
Mechanical Drafting 4, (4)
Numerical Control
Reading/ABE
Related Math/Physics
Small Engine Repair (1)
Welding 1, (1)

added Unclassified 183

added Classified 447

lost Unclassified 27

Other Library 10, 6, 4, 66, 141, 58, 49, 59, 34, (447)
Jim Hunter 17, (17)
Hugh Kynard

TOTAL

Classified 1,420
Unclassified 1,147
Total 2,567

Sept 86 1,832

AUDIOVISUAL HOLDINGS

Medium

AT (audio tapes) 12, 4, 12, (28)
FL (film loop)
FS (silent filmstrip)
FSS (sound filmstrip) 74, 10, 11, 12, 9, (116)
GA (game) 1, (1)
KT (kit)
MA (map)
MP (motion picture)
PR (phono record)
S (slides) 2, (2)
SS (sound slides) 1, 4, 2, 5, (12)
TR (transparency)
VC (video cassette) 28, 7, 1, 7, 3, (46)
R (realia)
CA (computer software)
MSS (microscope slide)

TOTAL 205

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205
205
205

1,854